



Administration for Children and Families

Office of Planning, Research and Evaluation

Secondary Analyses of Strengthening Families Datasets

HHS-2020-ACF-OPRE-PR-1565

Application Due Date: 11/25/2019

Secondary Analyses of Strengthening Families Datasets
HHS-2020-ACF-OPRE-PR-1565
TABLE OF CONTENTS

- Overview
- Executive Summary
- I. [Program Description](#)
- II. [Federal Award Information](#)
- III. Eligibility Information
 - 1. [Eligible Applicants](#)
 - 2. [Cost Sharing or Matching](#)
 - 3. [Other](#)
- IV. Application and Submission Information
 - 1. [Address to Request Application Package](#)
 - 2. [Content and Form of Application Submission](#)
 - 3. [Unique Entity Identifier and System for Award Management \(SAM\)](#)
 - 4. [Submission Dates and Times](#)
 - 5. [Intergovernmental Review](#)
 - 6. [Funding Restrictions](#)
 - 7. [Other Submission Requirements](#)
- V. Application Review Information
 - 1. [Criteria](#)
 - 2. [Review and Selection Process](#)
 - 3. [Anticipated Announcement and Federal Award Dates](#)
- VI. Federal Award Administration Information
 - 1. [Federal Award Notices](#)
 - 2. [Administrative and National Policy Requirements](#)
 - 3. [Reporting](#)
- VII. [HHS Awarding Agency Contact\(s\)](#)
- VIII. [Other Information](#)

**Department of Health & Human Services
Administration for Children and Families**

Funding Opportunity Title:	Secondary Analyses of Strengthening Families Datasets
Announcement Type:	Modification
Funding Opportunity Number:	HHS-2020-ACF-OPRE-PR-1565
Primary CFDA Number:	93.086
Due Date for Letter of Intent:	10/25/2019
Due Date for Applications:	11/25/2019

Executive Summary

Notice:

- **Applicants are strongly encouraged to read the entire funding opportunity announcement (FOA) carefully and observe the application formatting requirements listed in *Section IV.2. Content and Form of Application Submission*. For more information on applying for grants, please visit "How to Apply for a Grant" on the ACF Grants & Funding Page at <https://www.acf.hhs.gov/grants/howto>.**

This FOA is modified. Changes are made to the following sections:

- Section IV.4 Submission Dates and Times: The due date for letter of intent is changed to 10/25/19
- Section IV.4 Submission Dates and Times: The due date for applications is changed to 11/25/19
- Section I, Program Description: Additional information about the PACT data has been added
- Section II, Federal Award Information: The Anticipated Project Start date has been changed to 3/31/2020
- Section IV.2, Content and Form of Application Submission (page 22) includes additional language under Approach section B, item 3 (Data sources).
- Section VII., HHS Awarding Agency Contact(s) : Correction of agency contacts

The Office of Planning, Research, and Evaluation (OPRE), within the Department of Health and Human Services (HHS) Administration for Children and Families (ACF), intends to award up to ten cooperative agreements under the Secondary Analyses of Strengthening Families Datasets to support rigorous, policy-relevant research secondary data analysis of the Building Strong Families (BSF), Supporting Healthy Marriage (SHM), and Parents and Children Together (PACT) datasets.

Successful applicants will demonstrate a familiarity with the proposed data for their analysis and an adequate understanding of the variables, sampling, methodology, etc. used to construct the dataset necessary for completion of the work proposed in the application. Proposed research

should address topics relevant to strengthening families to improve the lives of children and parents and promote economic stability. Topics of interest include, but are not limited to, mediators of relationship education programs, the measurement of relationship education and fatherhood with low-income families, or father involvement in low-income families.

ACF expects the results from the research funded through this grant program will contribute to the understanding of what works and what does not work in family strengthening programs for low-income families. In addition, findings should add to the body of knowledge in the area of healthy relationships, co-parenting, father involvement, and/or economic stability in low-income families as well as critical aspects of the successful implementation of family strengthening programs. Each grantee is expected to participate in a consortium of grantees, meeting and communicating regularly to share lessons learned, identify opportunities for collaboration, and develop resources to disseminate widely.

I. Program Description

Statutory Authority

These grants will be funded under the authority in Section 403(a)(2) of the Social Security Act [42 U.S.C. § 603(a)(2)], as amended.

Description

A. Background

Research suggests that strong families can translate to positive outcomes for parents and children. For example, being raised in a stable (e.g., low-conflict), two-parent household is associated with positive child outcomes (e.g., education, employment, marriage, lower rates of adjustment problems; Amato, 2014; Bachman, Coley, & Carrano 2012; Lerman, 2002; Thomas & Sawhill 2001; Waldfogel et al, 2010). Additionally, two-parent households are related to positive impacts related to family economic stability, less parenting stress, and more father involvement than single or cohabitating parents (Bachman et al., 2012).

Increasingly, there is recognition of the unique contributions fathers make in the lives of their children. Supportive parenting by fathers has been shown to make an independent contribution to children's positive cognitive development (e.g., Newland, Chen, & Coyl-Shepherd 2013; Tamis-LeMonda, Shannon, Cabrera, & Lamb 2004). Similarly, warm father-child relationships is associated with the development of children's social skills (e.g., Martin, Brazil, Brooks-Gunne 2013; Webster, Low, Siller, & Hackett 2013). Additionally, father involvement is linked with outcomes that go beyond child well-being such as childbirth outcomes (e.g., Plantin, Olukoya, & Ny 2011; Salihu et al. 2013), and maternal well-being (e.g., Meadows, Brooks-Gunn, & McLanahan 2008; Twamley, Brunton, Sutcliffe, Hinds, & Thomas 2013).

To help support the development of strong families, ACF funded several family strengthening grant programs, and OPRE conducted three specific evaluations on those grant programs. Three specific evaluations are of interest to this current FOA. Building Strong Families (BSF) is an impact and implementation evaluation of healthy marriage and relationship education and related support services for unwed parents at or near the birth of their child provided by eight programs across the country. Supporting Healthy Marriage (SHM) is an impact and implementation evaluation of healthy marriage education and related services for lower-income

married couples with children provided by eight programs across the country. Parents and Children Together (PACT) is an impact and implementation evaluation of two healthy marriage and four responsible fatherhood programs. The data collected as part of these grant programs have been/will be archived to allow for access to researchers who have research questions of interest that go beyond the scope of the original grants.

Information about the BSF data can be found at

<https://www.acf.hhs.gov/programs/opre/research/project/building-strong-families-2002-2012>.

Information about the SHM data can be found at

<https://www.acf.hhs.gov/programs/opre/research/project/supporting-healthy-marriages-2003-2013>.

Information about the PACT data can be found at

<https://www.acf.hhs.gov/opre/research/project/parents-and-children-together-pact-evaluation>.

Additional information about the PACT data can be found at <https://www.acf.hhs.gov/opre/resource/parents-and-children-together-pact-documentation-report-for-pact-healthy-marriage-restricted-use-data-files> and <https://www.acf.hhs.gov/opre/resource/parents-and-children-together-pact-documentation-report-for-pact-responsible-fatherhood-restricted-use-data-files>.

B. Grant Program Goals and Expectations

The specific goals of the Secondary Analyses of Strengthening Families Datasets grants are:

- **To gain a deeper understanding about the determinants of effectiveness for family strengthening programs.** Applicants are encouraged to use existing data to explore elements related to program operation and implementation to identify constructs predictive of family outcomes. Relevant constructs may include implementation factors, delivery strategies, and population and staff characteristics, as well as other potential moderators or mediators of program success.
- **To add to the body of knowledge in the area of healthy relationships, co-parenting and father involvement.** Children whose fathers support them emotionally and financially typically fare better than those without that support. For example, the quality of the father-child relationship is linked with positive outcomes. Curricula and programs may also address the complexities of navigating a co-parenting relationship. Applicants may choose to investigate participant demographics, curriculum, parental attitudes, and other like variables as they relate to co-parenting and father involvement outcomes or how co-parenting and father involvement impact program outcomes.
- **To gain a deeper understanding of relationships that end.** Implicit in family strengthening work is strengthening the current relationship; however, the demise of an unhealthy relationship may be a positive outcome under certain circumstances. Applicants may propose analyses that explore the dynamics of relationships that terminate following participation in a Healthy Marriage and Relationship Education (HMRE) program.
- **To add to the body of knowledge about outcomes beyond partner relationships that may result from family strengthening programs.** The primary aim of family strengthening programs may be helping partners maintain nurturing, intact relationships,

but many other indirect outcomes are also expected, such as greater economic stability and increased child well-being. Applicants are encouraged to explore these and other outcomes that may result due to participation in family strengthening programs.

C. Additional Project Requirements

Under the cooperative agreement, substantial involvement is anticipated between OPRE and the grantees during the project period. This includes seeking review and approval from OPRE on certain aspects of the project. Grantees will be expected to:

- Meet in-person annually with fellow grantees and federal staff;
- Participate in regular conference calls (e.g., quarterly or semi-annually) with fellow grantees and federal staff;
- Collaborate on products for dissemination; and
- Communicate regularly with fellow grantees and federal staff about project status, as well as upcoming publications and presentations of results.

Meeting Attendance. The principal investigators (including principal researchers from all participating institutions) must plan to attend in-person meetings of the Secondary Data Analysis of Strengthening Families grant recipients. Only principal investigators are required to attend, but applicants may budget for additional key project staff to attend if desired. The first in-person meeting is expected to occur within the first quarter of the grant award, and applicants must budget for up to one annual meeting per project period (two total in-person meetings for the whole grant period). The meetings will be held in the Washington, DC, metropolitan area and will last approximately 1 1/2 days each. The purpose of these meetings will be to support the planning, implementation, and coordination of the research projects undertaken by the Secondary Data Analysis of Strengthening Families grantees. The meetings will include presentations on the progress of the research and discussions of any issues arising within the research efforts. In addition, the principal investigators will participate in quarterly to semi-annual conference calls with the federal project officer (FPO) to communicate the progress of their work, identify issues that are arising, and to share information to facilitate coordination with OPRE's broader family strengthening evaluation portfolio. OPRE expects to provide logistical support for these conference calls and for the grantee meetings.

Roles and Responsibilities of Grantees

Grants awarded under this FOA will be funded in the form of cooperative agreements. By choosing to participate in this cooperative agreement, the grantees agree to participate in a consortium composed of key staff from the grantees, key federal staff with interest in this project, and any other parties identified as relevant by the grantees and the FPO. A cooperative agreement is federal assistance in which substantial federal involvement in project activities is anticipated.

ACF expects to collaborate closely with the organizations that receive funding to ensure monies are used appropriately and in the most effective manner possible, and that the activities included in the approved applications address the topics of interest in an efficient, effective, and timely manner. In order to ensure that these cooperative agreements provide the public with the greatest benefit, it is critical that they support secondary analyses addressing primary issues of interest to the family strengthening research field, and that the studies proposed do not duplicate

each other or other research currently underway.

Hence, as part of the cooperative agreement, the grantees are expected to collaborate with the FPO in finalizing their research questions and plans. It is expected that the grantees will work with federal staff to make joint decisions in identifying the final research questions that support ACF/OPRE identified areas of interest, as well as the study designs for addressing these questions. Furthermore, as part of the cooperative agreement, ACF expects to assist grantees with identifying optimum venues for publishing findings.

The organizations selected to receive the awards will be responsible for developing the study plan in consultation with federal staff, sharing it with the FPO, revising the plan - as necessary - based on conversations with and guidance from the FPO, implementing the research plan, and developing the required reports and final products for the grant. Priorities, schedule, goals, and objectives will be further defined during post-award discussions between OPRE and the grantees.

More specifically, the roles and responsibilities of the grantees include:

- Participating in in-person grantee meetings with the FPO and other federal partners and interested parties (up to one annually; two total across the full grant period);
- Participating in regular (e.g., quarterly or semi-annually) phone calls with the FPO and potentially other grantees;
- Working with the FPO to jointly identify final research questions and analytic plans that will be most beneficial to the family strengthening research field, and that will be complementary of OPRE's broader family strengthening evaluation portfolio;
- Coordinating with OPRE's broader family strengthening evaluation portfolio;
- Implementing the study, including data analysis, interpretation, and writing all papers, briefs, or reports set forth in the grant application;
- Discussing with the FPO plans for publishing or presenting research findings; and
- Complying with all federal reporting requirements as specified in *Section VI.3.*

Reporting of this announcement.

See *Section II. Award Information* for information regarding ACF's roles and responsibilities under the cooperative agreement.

II. Federal Award Information

Funding Instrument Type:	Cooperative Agreement
Estimated Total Funding:	\$750,000
Expected Number of Awards:	10
Award Ceiling:	\$75,000 Per Budget Period
Award Floor:	\$40,000 Per Budget Period
Average Projected Award Amount:	\$75,000 Per Budget Period
Anticipated Project Start Date:	03/31/2020

Length of Project Periods:

Length of Project Period:	24-month project period with two 12-
---------------------------	--------------------------------------

month budget periods

Additional Information on Awards:

Awards made under this announcement are subject to the availability of federal funds.

Applications requesting an award amount that exceeds the *Award Ceiling* per budget period, or per project period, as stated in this section, will be disqualified from competitive review and from funding under this announcement. This disqualification applies only to the *Award Ceiling* listed for the first 12-month budget period for projects with multiple budget periods. If the project and budget period are the same, the disqualification applies to the *Award Ceiling* listed for the project period. Please see *Section III.3. Other, Application Disqualification Factors*.

Note: For those programs that require matching or cost sharing, recipients will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications by budget period or by project period for fully funded awards, even if the projected commitment exceeds the required amount of match or cost share. **A recipient's failure to provide the required matching amount may result in the disallowance of federal funds.** See *Section III.2.* of this announcement for information on cost-sharing or matching requirements.

Description of ACF's Anticipated Substantial Involvement Under the Cooperative Agreement

Under the cooperative agreement, substantial involvement is anticipated between ACF and the grantees throughout the duration of the funded projects. OPRE staff will collaborate with the grantees in identifying and refining the final research questions and study designs for this award, and will approve study designs and analytical approaches before they are implemented. The FPO and other ACF staff will participate in up to one in-person meeting per year and regular conference calls to provide any necessary technical assistance and feedback, and to remain informed about project activities and progress. OPRE staff will review and provide feedback regarding grantees' research plans, semi-annual progress reports, cumulative final reports, and other products. OPRE staff will work with grantees to identify optimum venues/repositories for archiving final data sets and other research products.

More specifically, federal involvement will include the following:

1. OPRE will work collaboratively with grantees to refine and finalize the primary research questions to ensure they are relevant and well matched to the family strengthening program partners.
2. OPRE will participate in regular (e.g., quarterly or semi-annually) conference calls with grantees as well as up to one in-person meeting per year, and will review and provide feedback regarding grantees' research plans, semi-annual progress reports, final reports, and other products.
3. OPRE will organize additional consultations, meetings, briefings, teleconferences, and other forums, as necessary, with grantees to review current and planned activities, to

- share information, and to promote coordination with ACF's family strengthening efforts.
4. OPRE will provide opportunities for and will facilitate coordination and collaboration with grantees.
 5. OPRE will discuss with grantees dissemination of research findings through publications and/or presentations at research conferences.

See *Section I. Program Description* for information regarding grantees' roles and responsibilities under the cooperative agreement.

III. Eligibility Information

III.1. Eligible Applicants

State governments

County governments

City or township governments

Special district governments

Independent school districts

Public and State controlled institutions of higher education

Native American tribal governments (Federally recognized)

Public housing authorities/Indian housing authorities

Native American tribal organizations (other than Federally recognized tribal governments)

Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education

Nonprofits without 501(c)(3) status with the IRS, other than institutions of higher education

Private institutions of higher education

For profit-organizations other than small businesses

Small businesses

Additional Information on Eligibility:

Eligibility is open to states and public and other organizations and agencies. ACF encourages Tribally Controlled Land Grant Colleges and Universities, Historically Black Colleges and Universities, and Hispanic Serving Institutions to apply. Additionally, any other institutions with the research capacity and interest in the focus of the grant is welcome to apply.

Applications from individuals (including sole proprietorships) and foreign entities are not eligible and will be disqualified from competitive review and from funding under this announcement. See *Section III.3. Other, Application Disqualification Factors*.

See *Section IV.2. Legal Status of Applicant Entity* for documentation required to support

eligibility.

III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement: No

For all federal awards, any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be accepted as part of the recipient's cost sharing or matching when such contributions meet all of the criteria listed in 45 CFR 75.306.

For awards that require matching by statute, recipients will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications by budget period, or by project period for fully funded awards, even if the projected commitment exceeds the amount required by the statutory match. **A recipient's failure to provide the statutorily required matching amount may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

For awards that do not require matching or cost sharing by statute, where "cost sharing" refers to any situation in which the recipient voluntarily shares in the costs of a project other than as statutorily required matching, recipients will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications by budget period, or by project period for fully funded awards. These include situations in which contributions are voluntarily proposed by an applicant and are accepted by ACF. Non-federal cost sharing will be included in the approved project budget so that the applicant will be held accountable for proposed non-federal cost-sharing funds as shown in the Notice of Award (NOA). **A recipient's failure to provide voluntary cost sharing of non-federal resources that have been accepted by ACF as part of the approved project costs and that have been shown as part of the approved project budget in the NOA, may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

Non-federal resources will be evaluated under criteria found in *Section V.1.* of this announcement.

III.3. Other

Application Disqualification Factors

Applications from individuals (including sole proprietorships) and foreign entities are not eligible and will be disqualified from competitive review and from funding under this announcement.

Award Ceiling Disqualification

Applications that request an award amount that exceeds the *Award Ceiling* per budget period or

per project period ("per project period" refers only to fully funded awards), as stated in *Section II. Federal Award Information*, will be disqualified from competitive review and from funding under this announcement. This disqualification applies only to the *Award Ceiling* listed for first 12-month budget period for projects with multiple budget periods. If the project and budget period are the same, the disqualification applies to the *Award Ceiling* listed for the project period.

Required Electronic Application Submission

ACF requires electronic submission of applications at www.Grants.gov. **Paper applications received from applicants that have not been approved for an exemption from required electronic submission will be disqualified from competitive review and from funding under this announcement.**

Applicants that do not have an Internet connection or sufficient computing capacity to upload large documents to the Internet may contact ACF for an exemption that will allow the applicant to submit applications in paper format. Information and the requirements for requesting an exemption from required electronic application submission are found in "ACF Policy for Requesting an Exemption from Electronic Application Submission" at www.acf.hhs.gov/grants/howto#chapter-6.

Missing the Application Deadline (Late Applications)

The deadline for electronic application submission is 11:59 p.m., ET, on the due date listed in the Overview and in Section IV.4. Submission Dates and Times. Electronic applications submitted to www.Grants.gov after 11:59 p.m., ET, on the due date, as indicated by a dated and time-stamped email from www.Grants.gov, will be disqualified from competitive review and from funding under this announcement. That is, applications submitted to www.Grants.gov, on or after 12:00 a.m., ET, on the day after the due date will be disqualified from competitive review and from funding under this announcement.

Applications submitted to www.Grants.gov at any time during the open application period, and prior to the due date and time, which fail the www.Grants.gov validation check, will not be received at, or acknowledged by, ACF.

Each time an application is submitted via www.Grants.gov, the submission will generate a new date and time-stamp email notification. Only those applications with on-time date and time stamps that result in a validated application, which is transmitted to ACF, will be acknowledged.

The deadline for receipt of paper applications is 4:30 p.m., ET, on the due date listed in the Overview and in Section IV.4. Submission Dates and Times. Paper applications received after 4:30 p.m., ET, on the due date will be disqualified from competitive review and from funding under this announcement. **Paper applications received from applicants that have not received approval of an exemption from required electronic submission will be disqualified from competitive review and from funding under this announcement.**

Notification of Application Disqualification

Applicants will be notified of a disqualification determination by email or by USPS postal mail within 30 federal business days from the closing date of this FOA.

IV. Application and Submission Information

IV.1. Address to Request Application Package

OPRE Review Team: Strengthening Families Secondary Data Analysis
c/o ICF International
9300 Lee Highway
Fairfax, VA 22031
Phone: (877) 350-5913
Fax: (703) 934-3740
Email: SFDDataAnalysis@icfi.com

Electronic Application Submission:

The electronic application submission package is available in the FOA's listing at www.Grants.gov.

Applications in Paper Format:

For applicants that have received an exemption to submit applications in paper format, Standard Forms, assurances, and certifications are available in the "Select Grant Opportunity Package" available in the FOA's Grants.gov Synopsis under the Package tab at www.Grants.gov. See *Section IV.2. Request an Exemption from Required Electronic Application Submission* if applicants do not have an Internet connection or sufficient computing capacity to upload large documents (files) to www.Grants.gov.

Federal Relay Service:

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service (FedRelay) for assistance at www.gsa.gov/fedrelay.

IV.2. Content and Form of Application Submission

FORMATTING APPLICATION SUBMISSIONS

Each applicant applying electronically via www.Grants.gov is required to upload only two electronic files, excluding Standard Forms and OMB-approved forms. No more than two files will be accepted for the review, and additional files will be removed. Standard Forms and OMB-approved forms will not be considered additional files.

FOR ALL APPLICATIONS:

Authorized Organizational Representative (AOR)

AOR is the designated representative of the applicant/recipient organization with authority to act on the organization's behalf in matters related to the award and administration of grants. In signing a grant application, this individual agrees that the organization will assume the obligations imposed by applicable Federal statutes and regulations and other terms and conditions of the award, including any assurances, if a grant is awarded.

Point of Contact

In addition to the AOR, a point of contact on matters involving the application must also be identified. The point of contact, known as the Project Director or Principal Investigator, should not be identical to the person identified as the AOR. The point of contact must be available to answer any questions pertaining to the application.

Application Checklist

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials.

Accepted Font Style

Applications must be in Times New Roman (TNR), 12-point font, except for footnotes, which may be TNR 10-point font. Pages that contain blurred text, or text that is too small to read comfortably, will be removed.

English Language

Applications must be submitted in the English language and must be in the terms of United States (U.S.) dollars. If applications are submitted using another currency, ACF will convert the foreign currency to U.S. currency using the date of receipt of the application to determine the rate of exchange.

Page Limitations

Applicants must observe the page limitation(s) listed under "PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS:". Page limitation(s) do not include SFs and OMB-approved forms.

All applications must be double-spaced. An application that exceeds the cited page limitation for double-spaced pages in the Project Description file or the Appendices file will have the last extra pages removed and the removed pages will not be reviewed.

Application Elements Exempted from Double-Spacing Requirements

The following elements of the application submission are exempt from the double-spacing requirements and may be single-spaced: the table of contents, the one-page Project Summary/Abstract, required Assurances and Certifications, required SFs, required OMB-approved forms, resumes, logic models, proof of legal status/non-profit status, third-party agreements, letters of support, footnotes, tables, the line-item budget and/or the budget justification.

Adherence to FOA Formatting, Font, and Page Limitation Requirements

Applications that fail to adhere to ACF's FOA formatting, font, and page limitation

requirements will be adjusted by the removal of page(s) from the application. Pages will be removed before the objective review. The removed page(s) will not be made available to reviewers.

Applications that have more than one scanned page of a document on a single page will have the page(s) removed from the review.

For applicants that submit paper applications, double-sided pages will be counted as two pages. When the maximum allowed number of pages is reached, excess pages will be removed and will not be made available to reviewers.

NOTE: Applicants failing to adhere to ACF's FOA formatting, font, and page limitation requirements will receive a letter from ACF notifying them that their application was amended. The letter will be sent after awards have been issued and will specify the reason(s) for removal of page(s).

Corrections/Updates to Submitted Applications

When applicants make revisions to a previously submitted application, ACF will accept only the last on-time application for pre-review under the Application Disqualification Factors. The Application Disqualification Factors determine the application's acceptance for competitive review. See *Section III.3. Application Disqualification Factors* and *Section IV.2. Application Submission Options*.

Copies Required

Applicants must submit one complete copy of the application package electronically. Applicants submitting electronic applications need not provide additional copies of their application package.

Applicants submitting applications in paper format must submit one original and two copies of the complete application, including all Standard Forms and OMB-approved forms. The original copy must have original signatures.

Signatures

Applicants submitting electronic applications must follow the registration and application submission instructions provided at www.Grants.gov.

The original of a paper format application must include original signatures of the authorized representatives.

Accepted Application Format

With the exception of the required Standard Forms (SFs) and OMB-approved forms, all application materials must be formatted so that they are 8 ½" x 11" white paper with 1-inch margins all around.

If possible, applicants are encouraged to include page numbers for each page within the application.

ACF generally does not encourage submission of scanned documents as they tend to have reduced clarity and readability. If documents must be scanned, the font size on any scanned documents must be large enough so that it is readable. Documents must be scanned page-for-page, meaning that applicants may not scan more than one page of a document onto a single page. Pages with blurred text will be removed from the application.

PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS:

Applicants must limit their *entire* application (including the narrative and appendices) to 100 pages. Pages submitted beyond the first 100 in the application will be removed prior to panel review.

The suggested page limit for the **Project Description** file is **60 pages**. The file should include:

- Table of Contents
- Project Summary/Abstract (one page maximum)
- Project Description Narrative
 - Outcomes Expected
 - Approach
 - Project Timeline and Milestones
 - Organizational Capacity
 - Protection of Sensitive and/or Confidential Information
 - Dissemination Plan
 - Plan for Oversight of Federal Award Funds
- Budget Justification

The suggested page limit for the **Appendices** file is **40 pages**. The file should include:

- Biographical Sketches / Resumes / Job Descriptions
- Organizational Charts

ELECTRONIC APPLICATION SUBMISSION INSTRUCTIONS

Applicants are required to submit their applications electronically unless they have requested and received an exemption that will allow submission in paper format. See *Section IV.2. Application Submission Options* for information about requesting an exemption.

Electronic applications will only be accepted via www.Grants.gov. **ACF will not accept applications submitted via email or via facsimile.**

Each applicant is required to upload ONLY two electronic files, excluding SFs and OMB-approved forms.

File One: Must contain the entire Project Description, and the Budget and Budget Justification (including a line-item budget and a budget narrative).

File Two: Must contain all documents required in the Appendices.

Adherence to the Two-File Requirement

No more than two files will be accepted for the review. Applications with additional files will be amended and files will be removed from the review. SFs and OMB-approved forms will not be considered additional files.

Application Upload Requirements

ACF strongly recommends that electronic applications be uploaded as Portable Document Files (PDFs). One file must contain the entire Project Description and Budget Justification; the other file must contain all documents required in the Appendices. Details on the content of each of the two files, as well as page limitations, are listed earlier in this section.

To adhere to the two-file requirement, applicants may need to convert and/or merge documents together using a PDF converter software. Many recent versions of Microsoft Office include the ability to save documents to the PDF format without need of additional software. Applicants using the Adobe Professional software suite will be able to merge these documents together. ACF recommends merging documents electronically rather than scanning multiple documents into one document manually, as scanned documents may have reduced clarity and readability.

Applicants must ensure that the version of Adobe Professional they are using is compatible with Grants.gov. To verify Adobe software compatibility please go to Grants.gov and click on "Support" at the top bar menu and select "Adobe Software Compatibility," which is listed under the topic "Online Answers." The Adobe verification process allows applicants to test their version of the software by opening a test application package. Grants.gov also includes guidance on how to download a supported version of Adobe, as well as troubleshooting instructions for use, if an applicant is unable to open the test application package.

The Adobe Software Compatibility page located on Grants.gov also provides guidance for applicants that have received error messages while attempting to save an application package. It also addresses local network and/or computer security settings and the impact this has on use of Adobe software.

Required Standard Forms (SFs) and OMB-approved Forms

Standard Forms (SFs) and OMB-approved forms, such as the SF-424 application and budget forms and the SF-P/PSL (Project/Performance Site Location), are uploaded separately at Grants.gov. These forms are submitted separately from the Project Description and Appendices files. See *Section IV.2. Required Forms, Assurances, and Certifications* for the listing of required Standard Forms, OMB-approved forms, and required assurances and certifications.

Naming Application Submission Files

Carefully observe the file naming conventions required by www.Grants.gov. Limit file names to 50 characters (characters and spaces). Special characters that are allowed under Grants.gov's naming conventions, and are accommodated by ACF's systems, are listed in the instructions available in the "Select Grant Opportunity Package" at Grants.gov. Please also see

<https://www.grants.gov/web/grants/applicants/submitting-utf-8-special-characters.html>.

Use only file formats supported by ACF

It is critical that applicants submit applications using only the supported file formats listed here. While ACF supports all of the following file formats, **we strongly recommend that the two application submission files (Project Description and Appendices) are uploaded as PDF documents in order to comply with the two file upload limitation.** Documents in file formats that are not supported by ACF will be removed from the application and will not be used in the competitive review. This may make the application incomplete and ACF will not make any awards based on an incomplete application.

ACF supports the following file formats:

- Adobe PDF – Portable Document Format (.pdf)
- Microsoft Word (.doc or .docx)
- Microsoft Excel (.xls or .xlsx)
- Microsoft PowerPoint (.ppt)
- Corel WordPerfect (.wpd)
- Image Formats (.JPG, .GIF, .TIFF, or .BMP only)

Do Not Encrypt or Password-Protect the Electronic Application Files

If ACF cannot access submitted electronic files because they are encrypted or password protected, the affected file will be removed from the application and will not be reviewed. This removal may make the application incomplete and ACF will not make awards based on an incomplete application.

FORMATTING FOR PAPER APPLICATION SUBMISSIONS:

The following requirements are only applicable to applications submitted in paper format. Applicants must receive an exemption from ACF in order for a paper format application to be accepted for review. For more information on the exemption, see "*ACF Policy on Requesting an Exemption from Required Electronic Application Submission*" at www.acf.hhs.gov/grants/howto#chapter-6

Format Requirements for Paper Applications

All copies of mailed or hand-delivered paper applications must be submitted in a single package. If an applicant is submitting multiple applications under a single FOA, or multiple applications under separate FOAs, each application submission must be packaged separately. The package(s) must be clearly labeled for the specific FOA it addresses by FOA title and by Funding Opportunity Number (FON).

Applicants using paper format should download the application forms package associated with the FOA's Synopsis on www.Grants.gov under the Package tab.

Because each application will be duplicated, do not use or include separate covers, binders, clips, tabs, plastic inserts, maps, brochures, or any other items that cannot be processed easily

on a photocopy machine with an automatic feed. Do not bind, clip, staple, or fasten in any way separate sections of the application. Applicants are advised that the copies of the application submitted, not the original, will be reproduced by the federal government for review. **All application materials must be one-sided for duplication purposes. All pages in the application submission must be sequentially numbered.**

Addresses for Submission of Paper Applications

See *Section IV.7. Other Submission Requirements* for addresses for paper format application submissions.

Required Forms, Assurances, and Certifications

Applicants seeking grant or cooperative agreement awards under this announcement must submit the listed Standard Forms (SFs), assurances, and certifications with the application. All required Standard Forms, assurances, and certifications are available in the Application Package posted for this FOA at www.Grants.gov.

Forms / Assurances / Certifications	Submission Requirement	Notes / Description
SF-LLL - Disclosure of Lobbying Activities	If submission of this form is applicable, it is due at the time of application. If it is not available at the time of application, it may also be submitted prior to the award of a grant.	If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit the SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
SF-424 - Application for Federal Assistance	Submission is required for all applicants by the application due date.	Required for all applications.
Protection of Human Subjects Assurance Identification / IRB Certification / Declaration of Exemption	Submission of the required information and forms is due with the application package by the due date listed in the <i>Overview</i> and <i>Section IV.4. Submission Dates and Times</i> . If the information is	Form is available at http:// www.hhs.gov/ ohrp/ assurances/ forms/index.html . General information about the HHS Protection of Human Subjects regulations can be obtained at http

(Common Rule)	not available at the time of application, it must be submitted prior to the award of a grant.	://www. hhs.gov/ ohrp/ . Applicants may also contact OHRP by email (ohrp@csophs .dhhs.gov) or by phone (240-453-6900).
SF-Project/Performance Site Location(s) (SF-P/PSL)	Submission is required for all applicants by the application due date.	Required for all applications. In the SF-P/PSL, applicants must cite their primary location and up to 29 additional performance sites.
SF-424 Key Contact Form	Submission is required for all applicants by the application due date.	Required for all applications.
Unique Entity Identifier (DUNS) and Systems for Award Management (SAM) registration.	<p>Required of all applicants. To obtain a DUNS number, go to http://fedgov.dnb.com/webform.</p> <p>Active registration at the Systems Award Management (SAM) website must be maintained throughout the application and project award period.</p> <p>SAM registration is available at http://www.sam.gov.</p>	See <i>Section IV.3. Unique Entity Identifier and System for Award Management (SAM)</i> for more information.
SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non- Construction Programs	<p>Submission is required for all applicants when applying for a non-construction project. Standard Forms must be used. Forms must be submitted by the application due date.</p> <p>By signing and submitting the SF-424B, applicants are making the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination.</p>	Required for all applications when applying for a non-construction project.
Certification Regarding Lobbying	Submission required of all applicants with the	Submission of the certification is

(Grants.gov Lobbying Form)	application package. If it is not submitted with the application package, it must be submitted prior to the award of a grant.	required for all applicants.
----------------------------	---	------------------------------

Mandatory Grant Disclosure

All applicants and recipients are required to submit, in writing, to the awarding agency and to the HHS Office of the Inspector General (OIG), all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. (Mandatory Disclosures, 45 CFR 75.113)

Disclosures must be sent in writing to:

The Administration for Children and Families, U.S. Department of Health and Human Services, Office of Grants Management, ATTN: Grants Management Specialist, 330 C Street, SW., Switzer Building, Corridor 3200, Washington, DC 20201

And to:

U.S. Department of Health and Human Services, Office of Inspector General, ATTN: Mandatory Grant Disclosures, Intake Coordinator, 330 Independence Avenue, SW., Cohen Building, Room 5527, Washington, DC 20201

Fax: (202) 205-0604 (Include “Mandatory Grant Disclosures” in subject line) or

Email: MandatoryGranteeDisclosures@oig.hhs.gov

SF 424 Key Contact Form Additional Information:

Please include contact information for the Principal Investigator.

Non-Federal Reviewers

Since ACF will be using non-federal reviewers in the review process, applicants have the option of omitting from the application copies (not the original) specific salary rates or amounts for individuals specified in the application budget as well as Social Security Numbers, if otherwise required for individuals. The copies may include summary salary information. If applicants are submitting their application electronically, ACF will omit the same specific salary rate information from copies made for use during the review and selection process.

The Project Description

The Project Description Overview

Purpose

The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. It should address the activity for which federal funds are being requested, and should be consistent with the goals and objectives of the program as described in *Section I. Program Description*. Supporting documents should be included where they can present information clearly and succinctly. When appropriate, applicants should cite the evaluation criteria that are relevant to specific components of their project description. Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

General Expectations and Instructions

Applicants should develop project descriptions that focus on outcomes and convey strategies for achieving intended performance. Project descriptions are evaluated on the basis of substance and measurable outcomes, not length. Extensive exhibits are not required. Cross-referencing should be used rather than repetition. Supporting information concerning activities that will not be directly funded by the grant or information that does not directly pertain to an integral part of the grant-funded activity should be placed in an appendix.

General Instructions for Preparing a Full Project Description

Introduction

Applicants must prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria in *Section V.1. Criteria*. The text options give a broad overview of what the project description should include while the evaluation criteria identify the measures that will be used to evaluate applications.

Letter of Intent

Applicants are strongly encouraged to notify ACF of their intention to submit an application under this announcement. Please submit the letter of intent by the deadline date listed in *Section IV.4. Submission Dates and Times*.

The letter of intent should include the following information: number and title of this announcement; the name and address of the applicant organization; and/or Fiscal Agent (if known); and the name, phone number, fax number and email address of a contact person.

Letter of intent information will be used to determine the number of expert reviewers needed to evaluate applications. **The letter of intent is optional.** Failure to submit a letter of intent **will not** impact eligibility to submit an application and **will not** disqualify an application from competitive review.

Letters of intent should be submitted via e-mail to SFDDataAnalysis@icfi.com or mailed to the following address:

OPRE Review Team

Strengthening Families Secondary Data Analysis

c/o ICF International

9300 Lee Highway
Fairfax, VA 22031

Table of Contents

List the contents of the application including corresponding page numbers. The table of contents must be single spaced and will be counted against the total page limitations.

Project Summary/Abstract

Provide a summary of the application's project description. The summary must be clear, accurate, concise, and without reference to other parts of the application. The abstract must include a brief description of the proposed grant project including the needs to be addressed, the proposed services, and the population group(s) to be served.

Please place the following at the top of the abstract:

- Project Title
- Applicant Name
- Address
- Contact Phone Numbers (Voice, Fax)
- E-Mail Address
- Web Site Address, if applicable

The project abstract must be single-spaced, in Times New Roman 12-point font, and limited to one page in length. Additional pages will be removed and will not be reviewed.

Objectives And Need For Assistance

Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance including the nature and scope of the problem must be demonstrated, and the principal and subordinate objectives of the project must be clearly and concisely stated; supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on planning studies should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as well as data describing the needs of the target population and the proposed service area as needed. When appropriate, a literature review should be used to support the objectives and needs described in this section.

Expected Outcomes

Identify the outcomes to be derived from the project. Outcomes should relate to the overall

goals of the project as described in *Section I. Program Description*. If research is part of the proposed work, outcomes must include hypothesized results and implications of the proposed research.

Outline the goals, expected outcomes, and specific objectives of the proposed project; and explain the significance of the problem that will be addressed.

Goals, expected outcomes, and specific objectives

- State concisely the goals of the proposed project and summarize the expected outcome(s), including the impact that the results of the proposed research will exert on the field of HMRE policy research.
- List succinctly the specific objectives of the research proposed

Significance

- Explain how the proposed project will address issues of current relevance to healthy marriage/responsible fatherhood programs at the local, state, and/or national levels, including policymakers, program administrators, and researchers. Describe specific program and/or policy decisions that will be informed by the results of the proposed project.
- Explain how the proposed project will improve current knowledge and contribute to future research. How will the research project extend our current understanding of the problem/phenomena being proposed?
- Explain how the proposed project is innovative in its analysis of secondary data. Identify any refinements, improvements, or new applications of existing approaches or methods, and explain their advantage over existing approaches or methods to previous secondary data analysis work.

Approach

Outline a plan of action that describes the scope and detail of how the proposed project will be accomplished. Applicants must account for all functions or activities identified in the application. Describe any design or technological innovations, reductions in cost or time, or extraordinary social and/or community involvement in the project. Provide a list of organizations, cooperating entities, consultants, or other key individuals that will work on the project, along with a short description of the nature of their effort or contribution.

Cite potential obstacles and challenges to accomplishing project goals and explain strategies that will be used to address these challenges.

Describe, in detail, the **technical approach** for addressing the issues and achieving the objectives laid out in the previous section. Clearly describe the research questions, sample, data sources, measures and indicators, and analytic strategy. Explain how they are **appropriate and sufficient** for addressing the goals, objectives, and research questions addressed in the study.

Discuss the **strengths and limitations** of each aspect of the design; cite relevant methodological literature as appropriate. Identify any technical or logistical **challenges** that may

arise, and propose **solutions** for them. In this section, applicants should also discuss ways in which the approach is **flexible** and would accommodate participation in collaborative research efforts. The following information should be included:

A. Background, Significance, and Objectives. Applicants must demonstrate their understanding of the relevant literature on critical issues and existing knowledge, describe their objective, and demonstrate their understanding of the overall significance of the proposal. Applicants must demonstrate how their proposal will address issues of significance related to Healthy Marriage/Responsible Fatherhood programming, how it is related to the goals of the Secondary Analyses of Strengthening Families Datasets grants (listed in *Section I, Project Description*), and how it addresses key gaps in the HM/RF field. Applicants are expected to connect their research proposal to critical public policy questions to help policy-makers. Applicants should incorporate the following information:

1. *Literature review.* A thorough literature review, justifying the proposed study and the outcomes of interest. The applicants are required to briefly discuss previous studies related to the proposed study and to identify gaps in the literature. The literature review should provide a sound justification for the proposed study. The applicants are expected to cite relevant, current literature related to this topic using the most recent version of the *Publication Manual of the American Psychological Association*.
2. *Theoretical framework.* The applicants must discuss the underlying theoretical framework of the study and how this relates to the project goals and research questions.

B. Research Design and Methodology. The applicant must demonstrate that they have a strong research design and clear methodology. Applicants are expected to make a clear connection between the research questions proposed and the research methodology that will be used, illustrating that the methodology is appropriate to address the research questions of interest. Applicants should include the following information:

1. *Specific research questions of interest.* The applicants must list the research questions, as well as discuss how they relate to family HMRE program goals and critical issues in the HMRE field.
2. *Hypothesized results.* Hypothesized results must be discussed. Findings from the current literature should be used to justify the hypothesized results.
3. *Data sources.* Identify and describe the datasets that will be used. Provide evidence of access to the selected datasets to the extent that such documentation can be generated at the time of application submission, by, for example, including copies of written agreements between the applicant and the individuals/entities authorized to provide access to specific administrative datasets or copies of licenses for restricted-use datasets. Describe the nature and scope, including the sample or population, of each dataset. Describe the original research or other purpose of the data, describe the original sample, and explain how the dataset is appropriate for the proposed project. If applicable, describe the procedures that will be used to link datasets. Note if any prior secondary analyses have been conducted using the proposed data. Provide results of any preliminary analyses for the proposed project, including tables of descriptive statistics.
4. *Sample.* Describe the proposed study sample, how it will be constructed, and how it relates to the population of interest. Describe how the proposed project will provide for

adequate protection of human subjects; describe the process by which Human Subjects Certification/Institutional Review Board (IRB) approval will be obtained.

5. *Measures*. The applicant is required to specify the specific measures that will be used and the psychometric properties of each measure. The applicant must demonstrate that the measures are appropriate to answer the proposed research questions.
6. *Analytic Strategy*. Provide a detailed, state of the art plan describing the analytic approach, statistical techniques, and methods of inference that will be used to analyze and interpret the data. The plan should provide results of power analyses, demonstrating that the sample size will be sufficient to detect effects using the proposed analytic techniques. The plan should clearly detail how missing data will be handled, as well as clearly describe how the proposed method is suitable for the analyses.

C. Staffing, Management, and Organizational Capacity Plan. The applicant must provide a clear description of the overall staffing that will oversee the proposed project, including who the proposed staff are and the number of hours staff will devote to the current research project. The applicant must clearly illustrate how the proposed staff have the necessary expertise (e.g., skills, training, analytic experience/education, and expertise) to execute the proposed research question, as well as how there will be proper management oversight to ensure the final products are of high quality. A clear description of the project director's previous experience managing grants or projects of equal scope and size is strongly recommended. A strong management plan will also include a clear plan for achieving the objectives of the study on time and within budget, including clearly defined responsibilities, timelines, and milestones for accomplishing the project. The applicant must also provide evidence that they have experience gaining Human Subjects Certification/IRB approval with an established, reputable IRB/research institution.

D. Dissemination Plan. Applicants must provide an extensive dissemination plan, in which the applicant describes how findings will be disseminated to a range of stakeholders, including, but not limited to, researchers, policymakers, and practitioners in the HMRF field. Applicants must describe multiple dissemination vehicles that will be used to reach the widest audience possible, including the intended distributions channels that will be used to reach the intended audiences. (See **Dissemination Plan** later in this section for more instructions). Applicants must clearly state how their dissemination plan encompasses both research and policy/program oriented products.

Project Timeline and Milestones

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function, or activity, in such terms as the number of people to be served and the number of activities accomplished. Data may be organized and presented as project tasks and subtasks with their corresponding timelines during the project period. For example, each project task could be assigned to a row in the first column of a grid. Then, a unit of time could be assigned to each subsequent column, beginning with the first unit (i.e., week, month, quarter) of the project and ending with the last. Shading, arrows, or other markings could be used across the applicable grid boxes or cells, representing units of time, to indicate the approximate duration and/or frequency of each task and its start and end dates within the project period.

When accomplishments cannot be quantified by activity or function, list them in chronological

order to show the schedule of accomplishments and their target dates.

Legal Status of Applicant Entity

Applicants must provide the following documentation:

Non-profit organizations applying for funding are required to submit proof of their non-profit status. Proof of non-profit status is any one of the following:

- A reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code.
- A copy of a currently valid IRS tax-exemption certificate.
- A statement from a state taxing body, state attorney general, or other appropriate state official certifying that the applicant organization has non-profit status and that none of the net earnings accrue to any private shareholders or individuals.
- A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status.
- Any of the items in the subparagraphs immediately above for a state or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

Unless directed otherwise, applicants must include proof of non-profit status in the *Appendices* file of the electronic application submission.

Organizational Capacity

Provide the following information on the applicant organization and, if applicable, on any cooperating partners:

- Organizational charts;
- Resumes (no more than two single-spaced pages in length);
- Curricula Vitae (CV);
- Biographical Sketches (short narrative description);
- Evidence that the applicant organization, and any partnering organizations, have relevant experience and expertise with administration, development, implementation, management, and evaluation of programs similar to that offered under this announcement;
- Evidence that each participating organization, including partners and/or subcontractors, possess the organizational capability to fulfill their role(s) and function(s) effectively;
- Job descriptions for each vacant key position.

Protection of Sensitive and/or Confidential Information

If any confidential or sensitive information will be collected during the course of the project, whether from staff (e.g., background investigations) or project participants and/or project beneficiaries, provide a description of the methods that will be used to ensure that confidential

and/or sensitive information is properly handled and safeguarded. Also provide a plan for the disposition of such information at the end of the project period.

Dissemination Plan

Applicants must propose a plan to disseminate reports, products, and/or grant project outputs so that project information is provided to key target audiences. Dissemination plans must include:

- Dissemination goals and objectives;
- Strategies to identify and engage with target audiences;
- Allocation of sufficient staff time and budget for dissemination purposes;
- A preliminary plan to evaluate the extent to which target audiences have received project information and have used it as intended.

Plan for Oversight of Federal Award Funds

Provide a plan describing how oversight of federal funds will be ensured and how grant activities and partner(s) will adhere to applicable federal and programmatic regulations. Applicants must identify staff that will be responsible for maintaining oversight of program activities, staff, and partner(s). Applicants must describe procedures and policies used to oversee staff and/or partners/contractors.

Describe organizational records systems that relate financial data to performance data by identifying the source and application of federal funds so that they demonstrate effective control over and accountability for funds, compare outlays with budget amounts, and provide accounting records supported by source documentation.

The Project Budget and Budget Justification

All applicants are required to submit a project budget and budget justification with their application. The project budget is entered on the Budget Information Standard Form, either SF-424A or SF-424C, according to the directions provided with the SFs. The budget justification consists of a budget narrative and a line-item budget detail that includes detailed calculations for "object class categories" identified on the Budget Information Standard Form. Applicants must indicate the method they are selecting for their indirect cost rate. See Indirect Charges for further information.

Project budget calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching or cost sharing is a requirement, applicants must include a detailed listing of any funding sources identified in Block 18 of the SF-424 (Application for Federal Assistance). See the table in *Section IV.2. Required Forms, Assurances, and Certifications* listing the appropriate budget forms to use in this application.

Special Note: *The Department of Defense and Labor, Health and Human Services, and Education Appropriations Act, 2019 and Continuing Appropriations Act, 2019, (Division B,*

Title II, Sec. 202), limits the salary amount that may be awarded and charged to ACF grants and cooperative agreements. Award funds issued under this announcement may not be used to pay the salary of an individual at a rate in excess of Executive Level II. The Executive Level II salary of the "Rates of Pay for the Executive Schedule" is \$189,600. This amount reflects an individual's base salary exclusive of fringe benefits and any income that an individual may be permitted to earn outside of the duties of the applicant organization. This salary limitation also applies to subawards and subcontracts under an ACF grant or cooperative agreement.

Provide a budget using the 424A and/or the 424C, as applicable, for the proposed project that is being fully funded (the budget period and the project period are the same). Provide a budget justification, which includes a budget narrative and a line-item detail, for the proposed project. The budget narrative should describe how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

Applicants are reminded of the following:

- Costs for primary data collection activities are not allowable and may not be included in the project budget.
- The award ceiling reflects the total costs, including both direct and indirect costs.

Applicants need to budget for two in-person meetings, including the project kickoff and an additional meeting in the second year of the grant. Both meetings will likely take place in Washington, DC. Applicants should budget for the principal investigator, at least, to attend in person. Any other key members of the team that the applicant thinks will likely need to attend, as well, should be included in the budget.

General

Use the following guidelines for preparing the budget and budget justification. Both federal and non-federal resources (when required) shall be detailed and justified in the budget and budget narrative justification. "Federal resources" refers only to the ACF grant funds for which you are applying. "Non-federal resources" are all other non-ACF federal and non-federal resources. It is suggested that budget amounts and computations be presented in a columnar format: first column, object class categories; second column, federal budget; next column(s), non-federal budget(s); and last column, total budget. The budget justification should be in a narrative form.

Personnel

Description: Costs of employee salaries and wages.

Justification: Identify the project director or principal investigator, if known at the time of application. For each staff person provide: the title; time commitment to the project in months; time commitment to the project as a percentage or full-time equivalent; annual salary; grant salary; wage rates; etc. Do not include the costs of consultants, personnel costs of delegate agencies, or of specific project(s) and/or businesses to be financed by the applicant. Contractors and consultants should not be placed under this category.

Fringe Benefits

Description: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

Justification: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, Federal Insurance Contributions Act (FICA) taxes, retirement insurance, and taxes.

Equipment

Description: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year per unit and an acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the organization for the financial statement purposes, or (b) \$5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation, shall be included in or excluded from acquisition cost in accordance with the applicant organization's regular written accounting practices.)

Justification: For each type of equipment requested applicants must provide a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use of the equipment in the project; as well as a plan for the use, and/or disposal of, the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy, or section of its policy, that includes the equipment definition.

Supplies

Description: Costs of all tangible personal property other than that included under the Equipment category. This includes office and other consumable supplies with a per-unit cost of less than \$5,000.

Justification: Specify general categories of supplies and their costs. Show computations and provide other information that supports the amount requested.

Contractual

Description: Cost of all contracts and subawards except for those that belong under other categories such as equipment, supplies, construction, etc. Include third-party evaluation contracts, if applicable, and contract or subawards with secondary recipient organizations (with budget detail), including delegate agencies and specific project(s) and/or businesses to be financed by the applicant. Costs related to individual consultants should be listed on the Other line. Recipients are required to use 45 CFR 75.326-.340 procurement procedures, and subawards are subject to the requirements at 45 CFR 75.351-.353.

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open, and free competition. Applicants must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold stated in [Office of Management and Budget \(OMB\) Memorandum M-18-18: Implementing Statutory Change to the Micro-Purchase and the Simplified Acquisition Thresholds for Financial Assistance](#) and 48 CFR Subpart 2.1 (when amended accordingly). Recipients may be required to make pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc., available to ACF.

Indicate whether the proposed agreement qualified as a subaward or contract in accordance with 45 CFR 75.351. Provide the name of the contractor/subrecipient (if known), a description of anticipated services, a justification for why they are necessary, a breakdown of estimated costs, and an explanation of the selection process. In addition, for subawards, the applicant must provide a detailed budget and budget narrative for each subaward, by entity name, along with the same justifications referred to in these budget and budget justification instructions.

Other

Description: Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to: consultant costs, local travel; insurance; food (when allowable); medical and dental costs (noncontractual); professional services costs (including audit charges); space and equipment rentals; printing and publication; computer use; training costs, such as tuition and stipends; staff development costs; and administrative costs.

Justification: Provide computations, a narrative description, and a justification for each cost under this category.

Indirect Charges

Description: Total amount of indirect costs. This category has one of two methods that an applicant can select. An applicant may only select one.

- 1) The applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant federal agency.

Note: An applicant must enclose a copy of the current approved rate agreement. If the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

- 2) Per 45 CFR § 75.414(f) Indirect (F&A) costs, “any non-Federal entity [i.e., applicant] that has never received a negotiated indirect costs rate, ... may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely. As described in § 75.403, costs must be consistently charged as either indirect or direct costs,

but may not be double charged or inconsistently charged as both. If chosen, this methodology once elected must be used consistently for all Federal awards until such time as a non-Federal entity chooses to negotiate for a rate, which the non-Federal entity may apply to do at any time.”

Justification: This method only applies to applicants that have never received an approved negotiated indirect cost rate from HHS or another cognizant federal agency. Applicants awaiting approval of their indirect cost proposal may request the 10 percent de minimis rate. When the applicant chooses this method, costs included in the indirect cost pool must not be charged as direct costs to the grant.

Commitment of Non-Federal Resources

Description: Amounts of non-federal resources that will be used to support the project as identified in Block 18 of the SF-424.

For all federal awards, any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be accepted as part of the recipient’s cost sharing or matching when such contributions meet all of the criteria listed in 45 CFR § 75.306.

For awards that require matching by statute, recipients will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications by budget period, or by project period for fully funded awards, even if the projected commitment exceeds the amount required by the statutory match. **A recipient’s failure to provide the statutorily required matching amount may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

For awards that do not require matching or cost sharing by statute, where “cost sharing” refers to any situation in which the recipient voluntarily shares in the costs of a project other than as statutorily required matching, recipients will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications by budget period, or by project period for fully funded awards . These include situations in which contributions are voluntarily proposed by an applicant and are accepted by ACF. Non-federal cost sharing will be included in the approved project budget so that the applicant will be held accountable for proposed non-federal cost-sharing funds as shown in the Notice of Award (NOA). **A recipient’s failure to provide voluntary cost sharing of non-federal resources that have been accepted by ACF as part of the approved project costs and that have been shown as part of the approved project budget in the NOA, may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

Justification: If an applicant is relying on match from a third party, then a firm commitment of these resources (letter(s) or other documentation) is required to be submitted with the application. Detailed budget information must be provided for every funding source identified

in Item 18. "Estimated Funding (\$)" on the SF-424.

Applicants are required to fully identify and document in their applications the specific costs or contributions they propose in order to meet a matching requirement. Applicants are also required to provide documentation in their applications on the sources of funding or contribution(s). In-kind contributions must be accompanied by a justification of how the stated valuation was determined. Matching or cost sharing must be documented by budget period (or by project period for fully funded awards). **A recipient's failure to provide a statutorily required matching amount may result in the disallowance of federal funds.**

Applications that lack the required supporting documentation will not be disqualified from competitive review; however, it may impact an application's scoring under the evaluation criteria in *Section V.I.* of this announcement.

Paperwork Reduction Disclaimer

As required by the Paperwork Reduction Act of 1995, 44 U.S.C. §§ 3501-3521, the public reporting burden for the Project Description and Budget/Budget Justification is estimated to average 60 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection information. The Project Description and Budget/Budget Justification information collection is approved under OMB control number 0970-0139, expiration date is 02/28/2022. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Application Submission Options

Electronic Submission via www.Grants.gov

This section provides the application submission and receipt instructions for ACF program applications. Please read the following instructions carefully and completely.

Electronic Delivery

ACF is participating in the Grants.gov initiative to provide the grant community with a single site to find and apply for grant funding opportunities. ACF applicants are required to submit their applications online through Grants.gov.

How to Register and Apply through Grants.gov

Read the following instructions about registering to apply for ACF funds. Applicants should read the registration instructions carefully and prepare the information requested before beginning the registration process. Reviewing and assembling the required information before beginning the registration process will alleviate last-minute searches for required information.

The registration process can take up to four weeks to complete. Therefore, registration should be done in sufficient time to ensure it does not impact your ability to meet required application submission deadlines.

Organization applicants can find complete instructions here:

<https://www.grants.gov/web/grants/applicants/organization-registration.html>

Obtain a DUNS Number: All entities applying for funding, including renewal funding, must have a Data Universal Numbering System (DUNS) number from Dun & Bradstreet (D&B). Applicants must enter the DUNS number in the data entry field labeled "Organizations DUNS" on the SF-424 form.

For more detailed instructions for obtaining a DUNS number, refer to:

<https://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns-number.html>

Register with SAM: In addition to having a DUNS number, organizations applying online through Grants.gov must register with the System for Award Management (SAM). All organizations must register with SAM in order to apply online. Failure to register with SAM will prevent your organization from applying through Grants.gov.

For more detailed instructions for registering with SAM, refer to:

<https://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html>

Create a Grants.gov Account: The next step in the registration process is to create an account with Grants.gov. Applicants must know their organization's DUNS number to complete this process. Completing this process automatically triggers an email request for applicant roles to the organization's E-Business Point of Contact (EBiz POC) for review. The EBiz POC is a representative from your organization who is the contact listed for SAM. To apply for grants on behalf of your organization, you will need the AOR role.

For more detailed instructions about creating a profile on Grants.gov, refer to:

<https://www.grants.gov/web/grants/applicants/registration.html>

Authorize Grants.gov Roles: After creating an account on Grants.gov, the EBiz POC receives an email notifying them of your registration and request for roles. The EBiz POC will then log in to Grants.gov and authorize the appropriate roles, which may include the AOR role, thereby giving you permission to complete and submit applications on behalf of your organization. You will be able to submit your application online any time after you have been approved as an AOR.

For more detailed instructions about creating a profile on Grants.gov, refer to:

<https://www.grants.gov/web/grants/applicants/registration/authorize-roles.html>

Track Role Status: To track your role request, refer to:

<https://www.grants.gov/web/grants/applicants/registration/track-role-status.html>

When applications are submitted through Grants.gov, the name of the organization's AOR that submitted the application is inserted into the signature line of the application, serving as the electronic signature. The EBiz POC must authorize individuals who are able to make legally binding commitment on behalf of the organization as an AOR; this step is often missed and it is crucial for valid and timely submissions.

How to Submit an Application to ACF via Grants.gov

Grants.gov applicants can apply online using Workspace. Workspace is a shared, online environment where members of a grant team may simultaneously access and edit different webforms within an application. For each FOA, you can create individual instances of a workspace.

The following is an overview of applying via Grants.gov. For access to complete instructions on how to apply for opportunities, refer to: <https://www.grants.gov/web/grants/applicants/apply-for-grants.html>

Create a Workspace: Creating a workspace allows you to complete an application online and route it through your organization for review before submitting.

Complete a Workspace: Add participants to the workspace, complete all the required forms, and check for errors before submission.

Adobe Reader: If you decide not to apply by filling out webforms you can download individual PDF forms in Workspace so that they will appear similar to other Standard or ACF forms. The individual PDF forms can be downloaded and saved to your local device storage, network drive(s), or external drive(s), then accessed through Adobe Reader.

NOTE: Visit the Adobe Software Compatibility page on Grants.gov to download the appropriate version of the software at:
<https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html>

Mandatory Fields in Forms: In the forms, you will note fields marked with an asterisk and a different background color. These fields are mandatory fields that must be completed to successfully submit your application.

Complete SF-424 Fields First: The forms are designed to fill in common required fields across other forms, such as the applicant name, address, and DUNS number. To trigger this feature, an applicant must complete the SF-424 information first. Once it is completed, the information will transfer to the other forms.

Submit a Workspace: An application may be submitted through workspace by clicking the Sign and Submit button on the Manage Workspace page, under the Forms tab. Grants.gov recommends submitting your application **at least 24-48 hours prior to the close date** to provide you with time to correct any potential technical issues that may disrupt the application submission.

Track a Workspace: After successfully submitting a workspace package, a Grants.gov

Tracking Number (GRANTXXXXXXXX) is automatically assigned to the package. The number will be listed on the Confirmation page that is generated after submission.

For additional training resources, including video tutorials, refer to:
<https://www.grants.gov/web/grants/applicants/applicant-training.html>

Grants.gov provides applicants 24/7 support via the toll-free number 1-800-518-4726 and email at support@grants.gov. For questions related to the specific grant opportunity, contact the number listed in the application package of the grant you are applying for.

If you are experiencing difficulties with your submission, it is best to call the Grants.gov Support Center and get a ticket number. The Support Center ticket number will assist ACF with tracking your issue and understanding background information on the issue.

Timely Receipt Requirements and Proof of Timely Submission

All applications must be received by 11:59 p.m., ET, on the due date established for each program. Proof of timely submission is automatically recorded by Grants.gov. An electronic date/time stamp is generated within the system when the application is successfully received by Grants.gov. The applicant AOR will receive an acknowledgement of receipt and a tracking number (GRANTXXXXXXXX) from Grants.gov with the successful transmission of their application. Applicant AORs will also receive the official date/stamp and Grants.gov Tracking number in an email serving as proof of their timely submission.

When ACF successfully retrieves the application from Grants.gov, and acknowledges the download of submission, Grants.gov will provide an electronic acknowledgment of receipt of the application to the email address of the applicant with the AOR role. Again, proof of timely submission shall be the official date and time that Grants.gov receives your application. Applications received by Grants.gov after the established due date for the program will be considered late and will not be considered for funding by ACF.

Applicants with slow internet, such as dial-up connections, should be aware that transmission can take some time before Grants.gov receives your application. Again, Grants.gov will provide either an error or a successfully received transmission in the form of an email sent to the applicant with the AOR role. The Grants.gov Support Center reports that some applicants end the transmission because they think that nothing is occurring during the transmission process. Please be patient and give the system time to process the application.

Issues with Federal Systems

For any systems issues experienced with Grants.gov or SAM.gov, please refer to ACF's "Policy for Applicants Experiencing Federal Systems Issues" document for complete guidance at www.acf.hhs.gov/sites/default/files/assets/systems_issue_policy_final.pdf.

Request an Exemption from Required Electronic Application Submission

To request an exemption from required electronic submission please refer to ACF's "Policy for Requesting an Exemption from Required Electronic Application Submission" document for complete guidance at:

https://www.acf.hhs.gov/sites/default/files/assets/acf_policy_for_requesting_an_exemption_from_required_electronic.pdf.

Paper Format Application Submission

An exemption is required for the submission of paper applications. See the preceding section on "*Request an Exemption from Required Electronic Application Submission.*"

Applicants with exemptions that submit their applications in paper format, by mail or delivery, must submit one original and two copies of the complete application with all attachments. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by the AOR, and be unbound. The original copy of the application must have original signature(s). See *Section IV.7.* of this announcement for address information for paper format application submissions. Applications submitted in paper format must be received by 4:30 p.m., ET, on the due date.

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.4. Submission Dates and Times* in this announcement.

IV.3. Unique Entity Identifier and System for Award Management (SAM)

All applicants must have a DUNS Number (<http://fedgov.dnb.com/webform>) and an active registration with the System for Award Management (SAM.gov/SAM, <https://www.sam.gov>).

Obtaining a DUNS Number may take 1 to 2 days.

All applicants are required to maintain an active SAM registration until the application process is complete. If a grant is awarded, registration at SAM must be active throughout the life of the award.

Plan ahead. Allow at least 10 business days after you submit your registration for it to become active in SAM and at least an additional 24 hours before that registration information is available in other government systems, i.e. Grants.gov.

This action should allow you time to resolve any issues that may arise. Failure to comply with these requirements may result in your inability to submit your application through Grants.gov or prevent the award of a grant. Applicants should maintain documentation (with dates) of their efforts to register for, or renew a registration, at SAM. User Guides are available under the “Help” tab at <https://www.sam.gov>.

HHS requires all entities that plan to apply for, and ultimately receive, federal grant funds from any HHS Agency, or receive subawards directly from recipients of those grant funds to:

- Be registered in the SAM prior to submitting an application or plan;
- Maintain an active SAM registration with current information at all times during which it has an active award or an application or plan under consideration by an OPDIV; and
- Provide its active DUNS number in each application or plan it submits to the OPDIV.

ACF is prohibited from making an award until an applicant has complied with these requirements. At the time an award is ready to be made, if the intended recipient has not complied with these requirements, ACF:

- May determine that the applicant is not qualified to receive an award; and
- May use that determination as a basis for making an award to another applicant.

IV.4. Submission Dates and Times

Due Date for Letter of Intent

Due Date for Letter of Intent: **10/25/2019**

Due Date for Applications: **11/25/2019**

Explanation of Due Dates

The due date for receipt of applications is listed in the *Overview* section and in this section. See *Section III.3. Other, Application Disqualification Factors*.

Electronic Applications

The deadline for submission of electronic applications via www.Grants.gov is 11:59 p.m., ET, on the due date. Electronic applications submitted at 12:00 a.m., ET, on the day after the due date will be considered late and will be disqualified from competitive review and from funding under this announcement.

Applicants are required to submit their applications electronically via www.Grants.gov unless they received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

ACF does not accommodate transmission of applications by email or facsimile.

Instructions for electronic submission via www.Grants.gov are available at: www.grants.gov/web/grants/applicants/apply-for-grants.html.

Applications submitted to www.Grants.gov at any time during the open application period prior to the due date and time that fail the Grants.gov validation check will not be received at ACF. These applications will not be acknowledged.

Mailed Paper Format Applications

The deadline for receipt of mailed, paper applications is 4:30 p.m., ET, on the due date. Mailed

paper applications received after the due date and deadline time will be considered late and will be disqualified from competitive review and from funding under this announcement.

Paper format application submissions will be disqualified if the applicant organization has not received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

Hand-Delivered Paper Format Applications

Applications that are hand-delivered by applicants, applicant couriers, by overnight/express mail couriers, or other representatives of the applicant must be received on, or before, the due date listed in the *Overview* and in this section. These applications must be delivered between the hours of 8:00 a.m. and 4:30 p.m., ET, Monday through Friday (excluding federal holidays). Applications should be delivered to the address provided in *Section IV.7. Other Submission Requirements*.

Hand-delivered paper applications received after the due date and deadline time will be considered late and will be disqualified from competitive review and from funding under this announcement.

Hand-delivered paper format application submissions will be disqualified if the applicant organization has not received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

No appeals will be considered for applications classified as late under the following circumstances:

- Applications submitted electronically via www.Grants.gov are considered late when they are dated and time-stamped after the deadline of 11:59 p.m., ET, on the due date.
- Paper format applications received by mail or hand-delivery after 4:30 p.m., ET, on the due date will be classified as late and will be disqualified.
- Paper format applications received from applicant organizations that were not approved for an exemption from required electronic application submission under the process described in *Section IV.2. Request an Exemption from Required Electronic Submission* will be disqualified.

Emergency Extensions

ACF may extend an application due date when circumstances make it impossible for an applicant to submit their applications on time. Only events such as documented natural disasters (floods, hurricanes, tornados, etc.), or a verifiable widespread disruption of electrical service, or mail service, will be considered. The determination to extend or waive the due date, and/or receipt time, requirements in an emergency situation rests with the Grants Management Officer listed as the Office of Grants Management Contact in *Section VII. HHS Awarding Agency Contact(s)*.

Acknowledgement from www.Grants.gov

Applicants will receive an initial email upon submission of their application to

www.Grants.gov. This email will provide a **Grants.gov Tracking Number**. Applicants should refer to this tracking number in all communication with Grants.gov. The email will also provide a **date and time stamp**, which serves as the official record of application's submission. Receipt of this email does not indicate that the application is accepted or that it has passed the validation check.

Applicants will also receive an email acknowledging that the received application is in the **Grants.gov validation process**, after which a third email is sent with the information that the submitted application package has passed, or failed, the series of checks and validations. Applications that are submitted on time that fail the validation check will not be transmitted to ACF and will not be acknowledged by ACF.

See "What to Expect After Submitting" at www.Grants.gov for more information.

Acknowledgement from ACF of an electronic application's submission:

Applicants will be sent additional email(s) from ACF acknowledging that the application has been retrieved from www.Grants.gov by ACF. Receipt of these emails is not an indication that the application is accepted for competition.

Acknowledgement from ACF of receipt of a paper format application:

ACF will not provide acknowledgement of receipt of hard copy application packages submitted via mail or courier services.

IV.5. Intergovernmental Review

This program is not subject to Executive Order (E.O.) 12372, "Intergovernmental Review of Federal Programs," or 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." No action is required of applicants under this announcement with regard to E.O. 12372.

IV.6. Funding Restrictions

Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred to raise capital or obtain contributions are unallowable. Fund raising costs for the purposes of meeting the Federal program objectives are allowable with prior written approval from the Federal awarding agency. (45 CFR §75.442)

Proposal costs are the costs of preparing bids, proposals, or applications on potential Federal and non-Federal awards or projects, including the development of data necessary to support the non-Federal entity's bids or proposals. Proposal costs of the current accounting period of both successful and unsuccessful bids and proposals normally should be treated as indirect (F&A) costs and allocated currently to all activities of the non-Federal entity. No proposal costs of past accounting periods will be allocable to the current period. (45 CFR §75.460)

Grant awards will not allow reimbursement of pre-award costs.

Construction is not an allowable activity or expenditure under this grant award.
Purchase of real property is not an allowable activity or expenditure under this grant award.
Funds from this grant **may not** be used for data collection.

IV.7. Other Submission Requirements

Submit paper applications to one of the following addresses. Also see *ACF Policy on Requesting an Exemption from Required Electronic Application Submission* at www.acf.hhs.gov/grants/howto#chapter-6.

Submission By Mail

OPRE Review Team: Strengthening Families Secondary Data Analysis Grants
c/o ICF International
9300 Lee Highway
Fairfax, VA 22031

Hand Delivery

OPRE Review Team: Strengthening Families Secondary Data Analysis Grants
c/o ICF International
9300 Lee Highway
Fairfax, VA 22031

Electronic Submission

See *Section IV.2.* for application requirements and for guidance when submitting applications electronically via www.Grants.gov.
For all submissions, see *Section IV.4. Submission Dates and Times*.

V. Application Review Information

V.1. Criteria

Please note: With the exception of the funding opportunity announcement and relevant statutes and regulations, reviewers will not access, or review, any materials that are not part of the application documents. This includes information accessible on websites via hyperlinks that are referenced, or embedded, in the application. Though an application may include web links, or embedded hyperlinks, reviewers will not review this information as it is not considered to be part of the application documents. Nor will the information on websites be taken into consideration in scoring of evaluation criteria presented in this section. Reviewers will evaluate and score an application based on the documents that are presented in the application and **will not** refer to, or access, external links during the objective review.

Applications competing for financial assistance will be reviewed and evaluated using the criteria described in this section. The corresponding point values indicate the relative importance placed on each review criterion. Points will be allocated based on the extent to which the application proposal addresses each of the criteria listed. Applicants should address

these criteria in their application materials, particularly in the project description and budget justification, as they are the basis upon which competing applications will be judged during the objective review. The required elements of the project description and budget justification may be found in *Section IV.2* of this announcement.

Approach	Maximum Points:40
----------	-------------------

Background/Literature Review. The extent to which the applicant (Maximum of 10 points):

- presents a literature review that is current, comprehensive, and supports the study rationale by providing a solid understanding of critical issues, information needs, and research issues of the family strengthening field;
- discusses previous studies relevant to the proposed study and identifies key gaps in the literature related to the proposed study;
- provides an underlying framework for the proposed study and provides a strong justification for how the framework relates to the project goals and research questions; and
- cites relevant, recent literature related to the proposed study and uses APA style.

Research Questions. The extent to which the applicant (Maximum of 10 points):

- proposes research questions that are clearly defined and appropriately linked to HMRE program goals and critical issues in the HMRE field, and that reflect the goals of family strengthening research and programs.

Research Design and Data Analysis. The extent to which the applicant (Maximum of 20 points):

- identifies and describes the datasets that will be used, including natures and scope of the dataset, the original sample of each dataset, and how the dataset is appropriate for the proposed research, and the procedures that will be used to obtain access to the datasets;
- provides a clear explanation for how datasets will be linked more than one dataset will be used;
- provides proof of access to the selected dataset (e.g., by including copies of licenses or written agreements with the owners of the data).;
- demonstrates an understanding of confidentiality issues involved in using the proposed data and details;
- proposes a design and data analytic plan that provides for adequate protection of human subjects, confidentiality of data, and consent issues related to the use of datasets, as well as how IRB approval/human subjects certification will be approved;
- clearly articulates the proposed study sample, how it will be constructed from the dataset, and how the proposed sample relates to the HM/RF population of interest;
- specifies the specific measures that will be used, along with the psychometric properties of each measure, and how the measures relate to the proposed research questions; and
- details a strong analytic approach to answering the proposed research questions by clearly describing the statistical techniques and methods of inferences that will be used to analyze and interpret the data, including a power analysis demonstrating that there is

sufficient power to detect effects, a detailed plan for how missing data will be handled, and why the proposed methods are best suited for the analyses.

RESULTS OR BENEFITS EXPECTED

Maximum Points:20

The extent to which the applicant:

- proposes a study that would address issues of current relevance to the HM/RF field and clearly demonstrates gaps that would be filled in the research literature through the proposed study;
- describes how the proposed study's results will inform specific program and/or policy decisions; and
- clearly discusses the hypothesized results of the project and uses current literature to articulate the hypothesized findings.

STAFF AND ORGANIZATIONAL CAPACITY

Maximum Points:15

The extent to which the applicant:

- provides information on the skills, experience, and capabilities of the project director and key project staff, including the principal investigators and other key staff at each site;
- demonstrates that the research team and other noted staff, including partners (if any), possess the research expertise and commitment necessary to conduct the study as demonstrated in the application and information contained in their vitae, including relevant background, experience, and training on related research or similar projects;
- demonstrates the knowledge and expertise to conduct the proposed analyses;
- demonstrates that the research team has an understanding of the social services field and the needs of low-income families;
- demonstrates the capacity to use datasets such as those proposed for the analysis;
- demonstrates that the proposed staff reflects an understanding of, and sensitivity to, the issues of working with confidential datasets, as well as understands and has experience with IRBs;
- describes an adequate management plan for achieving the objectives of the study on time and within budget, including clearly defined responsibilities, timelines, and milestones for accomplishing project tasks and ensuring quality; and
- clearly describes how the management team will communicate with OPRE effectively throughout the course of the project and fulfill the requirements of the cooperative agreement.

DISSEMINATION PLAN

Maximum Points:15

The extent to which the applicant:

- has considered ways to maximize the applicability of findings through dissemination and the appropriateness of the proposed distribution channels to reach the intended audience;
- includes an effective plan for the dissemination (including conferences, presentations,

and publications) and utilization of information by researchers, policymakers, and practitioners in the field; and

- proposes a dissemination plan that encompasses both research- and practitioner-oriented products.

BUDGET AND BUDGET JUSTIFICATION

Maximum Points: 10

The extent to which the applicant:

- proposes project costs that are reasonable, appropriately allocated, and sufficient to accomplish the objectives, research design, and dissemination plan; and
- includes a budget for required in-person meetings, including the kickoff meeting and a meeting that will occur in the second year of the grant.

V.2. Review and Selection Process

No grant award will be made under this announcement on the basis of an incomplete application. No grant award will be made to an applicant or sub-recipient that does not have a DUNS number (<http://fedgov.dnb.com/webform>) and an active registration at SAM (www.sam.gov). See *Section IV.3. Unique Entity Identifier and System for Award Management (SAM)*.

Initial ACF Screening

Each application will be screened to determine whether it meets any of the disqualification factors described in *Section III.3. Other, Application Disqualification Factors*.

Disqualified applications are considered to be “non-responsive” and are excluded from the competitive review process. Applicants will be notified of a disqualification determination by email or by USPS postal mail within 30 federal business days from the closing date of this FOA.

Objective Review and Results

Applications competing for financial assistance will be reviewed and evaluated by objective review panels using only the criteria described in *Section V.1. Criteria* of this announcement. Each panel is composed of experts with knowledge and experience in the area under review. Generally, review panels include three reviewers and one chairperson.

Results of the competitive objective review are taken into consideration by ACF in the selection of projects for funding; however, objective review scores and rankings are not binding. Scores and rankings are only one element used in the award decision-making process.

ACF may elect not to fund applicants with management or financial problems that would indicate an inability to successfully complete the proposed project. Applications may be funded in whole or in part. Successful applicants may be funded at an amount lower than that requested. ACF reserves the right to consider preferences to fund organizations serving

emerging, unserved, or under-served populations, including those populations located in pockets of poverty. ACF will also consider the geographic distribution of federal funds in its award decisions.

Federal Awarding Agency Review of Risk Posed by Applicants

As required by 2 CFR Part 200, the Uniform Guidance, effective January 1, 2016, ACF is required to review and consider any information about the applicant that is in the Federal Awardee Performance and Integrity Information System (FAPIIS), www.fapiis.gov/, before making any award in excess of the simplified acquisition threshold (currently \$150,000) over the period of performance. An applicant may review and comment on any information about itself that a federal awarding agency has previously entered into FAPIIS. ACF will consider any comments by the applicant, in addition to other information in FAPIIS, in making a judgment about the applicant's integrity, business ethics, and record of performance under federal awards when completing the review of risk posed by applicants as described in 2 CFR § 200.205 Federal Awarding Agency Review of Risk Posed by Applicants (http://www.ecfr.gov/cgi-bin/text-idx?node=se2.1.200_1205&rgn=div8).

Please refer to *Section IV.2.* of this announcement for information on non-federal reviewers in the review process.

Approved but Unfunded Applications

Applications recommended for approval in the objective review process, but not selected for award, may receive funding if additional funds become available or may compete for funding during the next review cycle (if one occurs in the next fiscal year). Applications designated as “approved but unfunded” typically cannot be kept in an active status for more than 12 months. For those applications determined as “approved but unfunded,” notice will be given of the determination by email.

V.3. Anticipated Announcement and Federal Award Dates

Announcement of awards and the disposition of applications will be provided to applicants at a later date. ACF staff cannot respond to requests for information regarding funding decisions prior to the official applicant notification.

VI. Federal Award Administration Information

VI.1. Federal Award Notices

Successful applicants will be notified through the issuance of a Notice of Award (NoA) that sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-federal share to be provided (if applicable), and the total project period for which support is contemplated. The NoA will be signed by the Grants Officer and transmitted via postal mail, email, or by

GrantSolutions.gov or the Head Start Enterprise System (HSES), whichever is relevant. Following the finalization of funding decisions, organizations whose applications will not be funded will be notified by letter signed by the cognizant Program Office head. Any other correspondence that announces to a Principal Investigator, or a Project Director, that an application was selected is not an authorization to begin performance.

Project costs that are incurred prior to the receipt of the NoA are at the recipient's risk and may be reimbursed only to the extent that they are considered allowable as approved pre-award costs. Information on allowable pre-award costs and the time period under which they may be incurred is available in *Section IV.6. Funding Restrictions*.

Grantees may translate the Federal award and other documents into another language. In the event of inconsistency between any terms and conditions of the Federal award and any translation into another language, the English language meaning will control. Where a significant portion of the grantee's employees who are working on the Federal award are not fluent in English, the grantee must provide the Federal award in English and in the language(s) with which employees are more familiar.

VI.2. Administrative and National Policy Requirements

Awards issued under this announcement are subject to 45 CFR Part 75 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards. The Code of Federal Regulations (CFR) is available at www.ecfr.gov. Unless otherwise noted in this section, administrative and national policy requirements that are applicable to discretionary grants are available at: www.acf.hhs.gov/administrative-and-national-policy-requirements.

HHS Grants Policy Statement

The HHS Grants Policy Statement (HHS GPS) is the Department of Health and Human Services' single policy guide for discretionary grants and cooperative agreements. ACF grant awards are subject to the requirements of the HHS GPS, which covers basic grants processes, standard terms and conditions, and points of contact, as well as important agency-specific requirements. The general terms and conditions in the HHS GPS will apply as indicated unless there are statutory, regulatory, or award-specific requirements to the contrary that are specified in the Notice of Award (NOA). The HHS GPS is available at <https://www.acf.hhs.gov/discretionary-post-award-requirements#chapter-1>.

An application funded with the release of federal funds through a grant award does not constitute, or imply, compliance with federal regulations. Funded organizations are responsible for ensuring that their activities comply with all applicable federal regulations.

Human Subjects Research

If the proposed project involves research activities involving human subjects, the applicant must comply with the HHS regulations at 45 CFR part 46 regarding the protection of human research subjects, unless the activities are exempt as specified in the regulation.

Before engaging in ACF-supported human subjects research, an institution must do the following:

1. hold or obtain a Federalwide Assurance (FWA) approved by the Office of Human Research Protections (OHRP); and
2. certify to ACF that the research has been reviewed and approved by an IRB designated in the FWA and will be subject to continuing review by an IRB.

As referenced in *Section IV.2. Required Forms, Assurances, and Certifications*, applicants proposing to conduct research activities with human subjects must submit the form *Protection of Human Subjects Assurance Identification/IRB Certification/Declaration of Exemption (Common Rule)* with the application package; if the information is not available at the time of application, it must be submitted prior to the award of a grant.

For more information, see <http://www.hhs.gov/ohrp/index.html>.

VI.3. Reporting

Performance Progress Semi-Annually
Reports:

Recipients under this FOA will be required to submit performance progress and financial reports periodically throughout the project period. Information on reporting requirements is available on the ACF website at www.acf.hhs.gov/discretionary-post-award-requirements#chapter-2.

For planning purposes, the frequency of required reporting for awards made under this announcement are as follows:

Financial Reports: Semi-Annually

VII. HHS Awarding Agency Contact(s)

Program Office Contact

Samantha Illangasekare
Administration for Children and Families
Office of Planning, Research and Evaluation
Switzer Building
330 C St SW., 4th floor
Washington, DC 20201
Phone: (202) 401-5739
Fax: (202) 205-3598
Email: Kathleen.McCoy@acf.hhs.gov

Office of Grants Management Contact

Bridget Shea Westfall
c/o ICF International
9300 Lee Highway
Fairfax, VA 22031
Phone: (877) 350-5913
Fax: (703) 934-3740
Email: SFDDataAnalysis@icfi.com

Federal Relay Service:

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service (FedRelay) at www.gsa.gov/fedrelay.

VIII. Other Information

Reference Websites

U.S. Department of Health and Human Services (HHS) www.hhs.gov/.

Administration for Children and Families (ACF) www.acf.hhs.gov/.

ACF Funding Opportunities Forecast www.grants.gov/.

ACF Funding Opportunity Announcements ami.grantsolutions.gov/.

ACF "How To Apply For A Grant" <https://www.acf.hhs.gov/grants/howto>.

Grants.gov Accessibility Information www.grants.gov/web/grants/accessibility-compliance.html.

Code of Federal Regulations (CFR) <http://www.ecfr.gov/>.

United States Code (U.S.C.) <http://uscode.house.gov/>.

Information about the BSF data can be found at

<https://www.acf.hhs.gov/programs/opre/research/project/building-strong-families-2002-2012>.

Information about the SHM data can be found at

<https://www.acf.hhs.gov/programs/opre/research/project/supporting-healthy-marriages-2003-2013>.

Information about the PACT data can be found at

<https://www.acf.hhs.gov/opre/research/project/parents-and-children-together-pact-evaluation>,
For information and requirements regarding research activities involving human subjects: <http://www.hhs.gov/ohrp/index.html>

Application Checklist

Applicants may use this checklist as a guide when preparing an application package.

What to Submit	Where Found	When to Submit
The Project Budget and Budget Justification	Referenced in <i>Section IV.2. The Project Budget and Budget Justification</i> .	Submission is required in addition to submission of SF-424A and / or SF-424C. Submission is required with the application package by the due date in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .
Mandatory Grant Disclosure	Requirement, submission instructions, and mailing addresses are found in the "Mandatory Grant Disclosure" in <i>Section IV.2. Required Forms, Assurances and Certifications</i> .	If applicable, concurrent submission to the Administration for Children and Families and to the Office of the Inspector General is required.
SF-424 - Application for Federal Assistance	Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i> . This form is available in the FOA's forms package at www.Grants.gov in the Mandatory section.	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .
Protection of Human Subjects Assurance Identification / IRB	Referenced in <i>Section IV.2. Forms, Assurances, and Certifications</i> . See http://www.hhs.gov/ohrp/assurances/	Submission of the required information and forms is due with the application package by the due date listed in the <i>Overview</i> and <i>Section</i>

Certification / Declaration of Exemption (Common Rule)	<p>forms/ index.html for additional information.</p> <p>This form is available in the FOA's forms package at www.Grants.gov</p>	<i>IV.4. Submission Dates and Times.</i> If the information is not available at the time of application, it must be submitted prior to the award of a grant.
SF-424 Key Contact Form	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i></p> <p>This form is available in the FOA's forms package at www.Grants.gov.</p>	Submission is due with the application by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i>
The Project Description	Referenced in <i>Section IV.2. The Project Description.</i>	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i>
SF-LLL - Disclosure of Lobbying Activities	<p>"Disclosure Form to Report Lobbying" is referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i></p> <p>This form is available in the FOA's forms package at www.Grants.gov.</p>	<p>If submission of this form is applicable, it is due at the time of application.</p> <p>If it not available at the time of application, it may also be submitted prior to the award of a grant.</p>
SF-Project/Performance Site Location(s) (SF-P/PSL)	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i></p> <p>This form is available in the FOA's forms package at www.Grants.gov.</p>	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i>
Certification Regarding Lobbying (Grants.gov Lobbying Form)	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i></p> <p>This form is available in the FOA's forms package at www.Grants.gov.</p>	Submission is due with the application package or prior to the award of a grant.
SF-424A - Budget Information - Non-	Referenced in <i>Section IV.2. Required Forms, Assurances,</i>	Submission is due by the application due date found in the <i>Overview</i> and in

Construction Programs and SF-424B - Assurances - Non- Construction Programs	<p><i>and Certifications.</i></p> <p>These forms are available in the FOA's forms package at www.Grants.gov in the Mandatory section.</p> <p>They are required for applications that include only non-construction activities.</p>	<i>Section IV.4. Submission Dates and Times.</i>
Unique Entity Identifier (DUNS) and Systems for Award Management (SAM) registration.	<p>Referenced in <i>Section IV.3. Unique Entity Identifier and System for Award Management (SAM)</i> in the announcement.</p> <p>To obtain a DUNS number (Unique Entity Identifier), go to http://fedgov.dnb.com/webform.</p> <p>To register at SAM, go to http://www.sam.gov.</p>	<p>A DUNS number (Unique Entity Identifier) and registration at SAM.gov are required for all applicants.</p> <p>Active registration at SAM must be maintained throughout the application and project award period.</p>
Letter of Intent	Referenced in <i>Section IV.2. Project Description.</i>	Submission is due by the Letter of Intent due date found in the <i>Overview</i> and in <i>Section IV.4.</i>
Table of Contents	Referenced in <i>Section IV.2. The Project Description.</i>	Submit with the application by the due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i>
Project Summary/Abstract	<p>Referenced in <i>Section IV.2. The Project Description.</i></p> <p>The Project Summary/Abstract is limited to one single-spaced page.</p>	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i>
Proof of Non-Profit Status	Referenced in <i>Section IV.2. The Project Description, Legal Status of Applicant Entity.</i>	<p>Proof of non-profit status should be submitted with the application package by the application due date and time listed in the <i>Overview</i> and <i>Section IV.4.</i> of the FOA.</p> <p>If it is not available at the time of</p>

		application submission, it must be submitted prior to the award of a grant.
Biographical Sketches or Resumes for Key Staff and Job Descriptions for Vacant Positions	Referenced in <i>Section IV.2. The Project Description</i> .	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
Organizational Charts	Referenced in <i>Section IV.2. The Project Description</i> .	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .